



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

28 March 2021

MEMORANDUM NO. NGY 21 - 45

FOR : Vice Presidents and Secretary of the University
Chancellors
UP Diliman
UP Los Baños
UP Manila
UP Open University
Director, UP-PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
Directors/Heads, Human Resources Development Office (HRDO)
Heads of UP System Offices/Units

SUBJECT : **Work Arrangements during the Enhanced Community Quarantine (ECQ)
from 29 March 2021 to 04 April 2021**

In accordance with the pronouncement of Malacanang regarding the implementation of the Enhanced Community Quarantine (ECQ) for the period of 29 March 2021 (Monday) to 04 April 2021) as a measure against the recent surge of the COVID-19 cases, please observe the following during this period:

1. Given the directive of a strict home quarantine in all households¹, Units/Offices in the concerned CUs must implement alternative work arrangements (AWA), such as work from home (WFH). Heads of Offices/Units and immediate supervisors shall discuss with and assign tasks to their staff from 29 March 2021 to 31 March 2021 (Holy Wednesday, Half-day work only).
2. In the exigency of service, Units/Offices may also implement skeleton workforce, but kept at a minimum. Travel passes are not required², but exempted workers have to bring their UP ID for proper identification.

Units/Offices are also highly encouraged to make transportation arrangements for their skeleton workforce.

3. The UP-PGH Director and Chancellors of UPD, UPLB and UPOU may determine the work arrangements/ optimal operational capacity of Units/Offices specifically in charge of public health, safety and security, and other critical services in the campus, as necessary.

Per the Omnibus Guidelines on Community Quarantine³, full operational capacity is allowed in hospitals and health, emergency, and frontline services.

For your guidance.

NESTOR G. YUNQUE

Vice President for Administration

cc: Office of the President

¹ Those below 18 years old and above 65 years old, with immunodeficiency, comorbidity, or other health risks, and pregnant women must remain in their residences at all times, except when obtaining essential goods and services, or for work in industries and offices [Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines as of February 11, 2021].

² Office of the Presidential Spokesperson (OPS) Briefing

³ With amendments as of 11 February 2021, Section [2]4.